

*Director*

KENNEDY SPACE CENTER  
Apollo Program Directive

DATE:

KSC APOLLO PROGRAM DIRECTIVE NO. 14

TO : Distribution

FROM:

Apollo Program Manager

SUBJECT: Apollo Technical Integration and Evaluation Communications and Working Relationships

I. PURPOSE

This directive sets forth policy, establishes requirements and assigns responsibilities necessary to implement effective communications and working relationships for the successful accomplishment of Apollo Technical Integration and Evaluation effort.

II. SCOPE

This directive covers responsibilities, control channels for Apollo data requirements, technical information flow and working relations among:

KSC Operating and Support Directorates  
KSC Organizations and KSC TIE Contractor  
KSC TIE Contractor and KSC Contractors

III. REFERENCE

1. Apollo Program Directive No. 30<sup>A</sup>, Subject: "Apollo Technical Integration and Evaluation Communications and Working Relationships" dated ~~July 10,~~ *Aug 14* 1967.
2. NASA Contract NASW-1650, Apollo Technical Integration and Evaluation.
3. Kennedy Space Center KN 1142.23, December 6, 1966.

IV. IMPLEMENTATION

- A. In accordance with References #1 and #3, Technical Integration Manager (Contract Technical Manager) is hereby established as the KSC Apollo Program Manager representative and direct interface with the KSC Apollo TIE Contractor and the OMSF APO Technical Director for Integration and Evaluation. The KSC Technical Integration Manager will be responsible to the Apollo Program Manager as the focal point for setting up the communications and working relationships described herein. These communication channels and working relationships will be implemented immediately and will be in full effect by September 13, 1967

To assure that each KSC Directorate involved with TIE activities receives appropriate support, Assistant Technical Integration Managers are established and will be appointed by the Apollo Program Manager for the following directorates:

Launch Operation  
Design Engineering  
Technical Support  
Installation Support  
Apollo Program Office

*Assistant*  
The Technical Integration Manager<sup>S</sup> for the KSC Apollo Program Office will be the custodian<sup>S</sup> for Government Furnished Documentation (GFD) required to support the Apollo TIE Program.

- B. Task Directors (Technical Representatives) are hereby established as points of communication and commitment within KSC for each TIE Task. The Task Directors will respond to the KSC Apollo Technical Integration Manager and will have responsibility and authority for establishing and carrying out in scope accomplishment of the task. Progress, accomplishments and problems will be reported to the Technical Integration Manager at regular Weekly intervals. A listing of Task Directors will be established and maintained by the Technical Integration Manager.
- C. Working relationships among KSC organizations, KSC Apollo TIE Contractor and KSC Contractors, and data flow channels are established by means of the attached networks (Attachments 1A through 1F, with 1A through 1E being identical to those in reference 1.)
- D. The KSC Director of Administration will make the necessary arrangement to develop and implement three party working agreements among KSC, KSC TIE Contractor and applicable KSC contractors. These agreements will cover:

Technical information exchange,  
Identification and understanding of data to be used,  
Expediting the acquisition of source or work around data

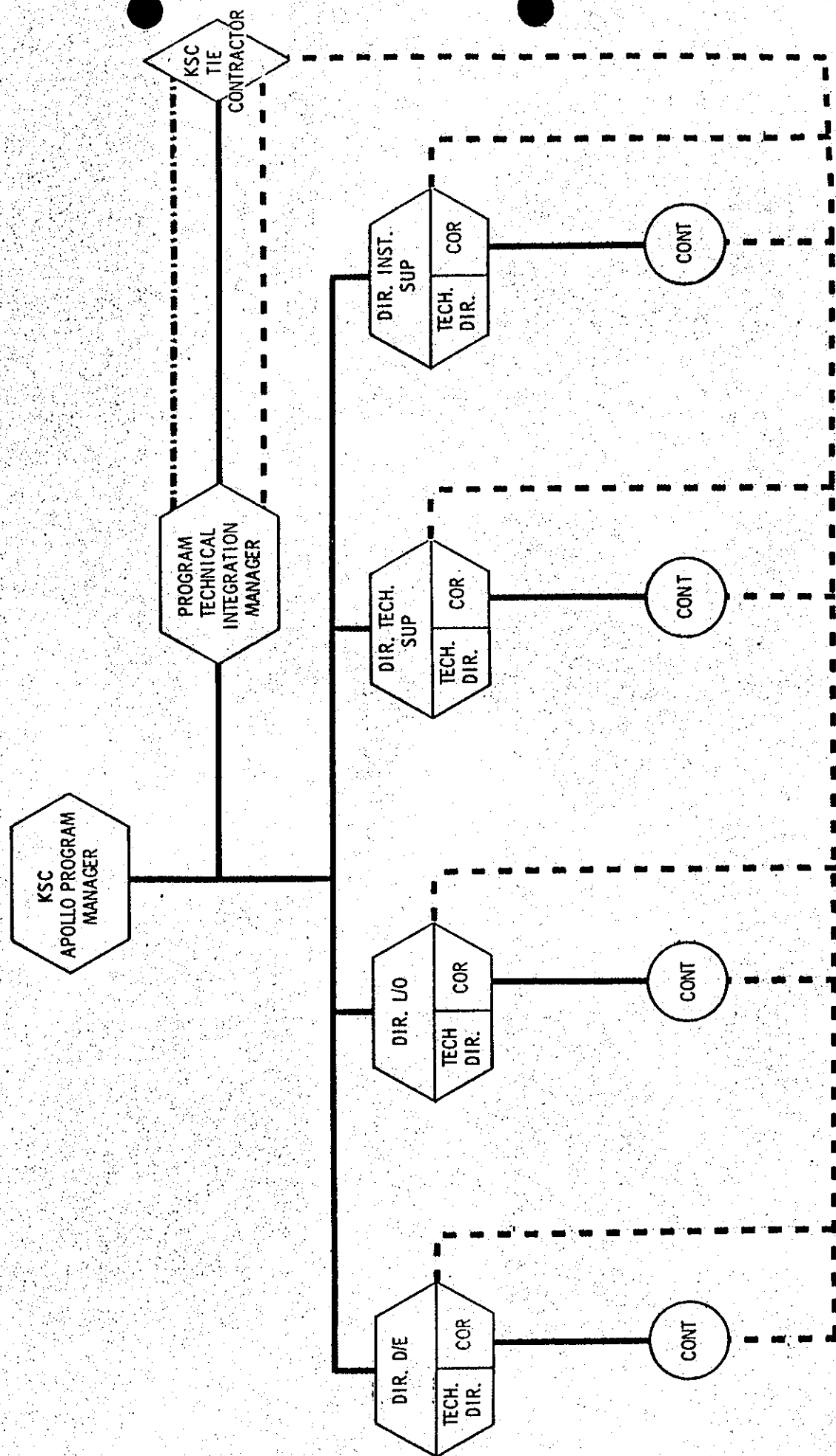
These working agreements will establish lines of technical communications which are as direct as possible with the contractors activity involved without infringing upon the Contractor's proprietary information or mode of operation. The KSC Apollo Technical Integration Manager will be responsible for coordinating with the OMSF APO Technical director for Integration and Evaluation to develop and implement their working agreements. Attachment II will be used as a guide in the development of the working agreements.

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- E. In addition to data sources identified in three party working agreements, each KSC operating and support director will identify official information and validation sources for all data originating within that directorate. Such list will be established and maintained by the Apollo<sup>V</sup> Technical *Integrating*  
~~Directors~~ *Assistant* at each directorate.  
*Manager*
- F. In accordance with KSC KN 1142.23 Contract Management Assistance Officers (CMAO) will be appointed within each of the applicable directorates to perform the functions outlined in KN 1142.23.

# COMMUNICATIONS AND WORKING RELATIONSHIPS

ATTACHMENT 1F

KSC & KSC TIE CONTRACTOR



— COMMAND LINE  
 - - - IN SCOPE DATA EXCHANGE  
 - . - . - DATA AND INFORMATION VERIFICATION

NOTE:

This is a sample only. Actual organization names or abbreviations would be inserted where generic names are shown in parentheses. Additional or amended provisions would be made for specific agreements.

WORKING AGREEMENT

APOLLO PROGRAM

(TECHNICAL INTEGRATION & EVALUATION CONTRACTOR)

(APOLLO PROGRAM CONTRACTOR)

✱KENNEDY SPACE CENTER✱

DATE \_\_\_\_\_

(DOC. NO.)

WORKING AGREEMENT-APOLLO PROGRAM  
(TIE CONTRACTOR/KSC/CONTRACTOR)

1.0 INTRODUCTION

This Working Agreement defines the (TIE Contractor/KSC/Contractor) relationship and ground rules to accomplish required coordination and data acquisition in support of The Apollo Technical Integration and Evaluation Contract, NASW-1650.

2.0 SCOPE

Technical information and data referred to herein are understood to be contractually deliverable to the Government, or are available upon request by the Government, and are within the intent and scope of Contract (NASX-XXXX).

(Contractor) will provide to (TIE Contractor) the necessary training to identify and understand the data being used. In the event of a conflict between this agreement and Contract (NASX-XXXX), the Contract shall govern. (TIE Contractor) and ~~(KSC)~~ shall be notified when information and data requested are considered to be outside the scope of the (Contractor) Contract. ~~(KSC)~~ will take the necessary action to resolve the problem. Further, should information and data requested be considered to be of a proprietary nature by (contractor), the request shall be referred to ~~(KSC)~~ for resolution.

3.0 GROUND RULES

3.1 Points of Contact

(TIE Contractor - Organization Title  
Contractor - Organization Title)

3.2 Data Requests

All requests for data will be conducted between the above designated offices. Data may be requested by telephone, TWX, or letter. Telephone conversations involving requests for data, commitments, or decisions with respect to technical data transmittal will be immediately verified in writing. TWX requests for data will be acknowledged within three working days of receipt. Acknowledgement will specify the anticipated date when data will be transmitted or made available. Data supplied by (Contractor) will be in a reproducible form.

- a. When requesting meetings, (TIE Contractor) will provide a list of proposed agenda items, meeting location and date(s), visiting personnel and desired contacts, and designate a Team Leader, when required. This request will be submitted to (contractor) and ~~(center)~~<sup>KSC</sup> at least seven working days prior to a proposed meeting date.
- b. (Contractor) and (TIE Contractor) will agree on a meeting agenda, location, and dates at least three working days prior to the meeting. These final arrangements will be coordinated with ~~(center)~~<sup>KSC</sup>.
- c. The (TIE contractor) Team Leader will prepare summary type minutes of the meeting. These minutes will consist of items discussed, decisions made, action items, and a record of data being transmitted. The minutes will be signed by the (TIE contractor) Team Leader and the (contractor) Meeting Chairman, and distribution made to all parties involved on an expedited basis, preferably at the end of the meeting.